

## PCC BIDS AND AWARDS COMMITTEE (PBAC)

### Minutes of Pre-Bid Conference

#### “Procurement of Services for the Conduct of Rapid Consumer Survey”

Date: 18 May 2020, 3:00 PM

Teleconference thru MS Teams

Present:

#### BAC Members

1. Chairperson : Atty. Joseph Melvin B. Basas
2. Vice Chairperson : Atty. Ferdinand B. Redulla
3. Regular Member : Benjamin E. Radoc
4. Regular Member : Allan Roy D. Mordeno
5. Regular Member : Arnold Roy D. Tenorio
6. Provisional Member : Carlos Juan Paolo L. Vega

#### BAC Secretariat

1. Head : Jeson Q. de la Torre
2. Vice Head : Ma. Celeste S. Dizon
3. Member : July R. Suing
4. Member : Teejay Yoshiumi J. Sakuma
5. Member : Merry Lyn V. Bambao
6. Member : Mark Jayson R. Fajutnao
7. Member : Nicky Jonna P. Pitallano
8. Member : Isabelo Miguel V. Abaño

#### End-User

1. Economics Office : Maria Dominique A. Lucenario

#### Bidders

1. The All-Asian Centre for Enterprise Development Inc. (ASCEND) : James Iliscupidez
2. Infoshare Management Systems : Imelda Pangga
3. Philippine Survey and Research Center : Luyene Gan
4. Philippine Survey and Research Center : Ina Pamela Nocheseda

### I. Call to Order

The PBAC Chairperson called the meeting to order at 3:00 PM for the **Procurement of Services for the Conduct of Rapid Consumer Survey** under **Request for Expression of Interest (REI) No. 202002-0043** in a teleconference thru MS Teams.

Discussion	Recommendations/ Agreements
<p><b>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</b></p> <ul style="list-style-type: none"> <li>• PBAC through its secretariat presented and discussed the Part I of the Pre-Bidding conference – Eligibility Documents (Technical and Financial Components). The proper sealing and marking of the Bidding documents and the procurement general rules and procedures were likewise discussed.</li> <li>• Part II of the Pre-Bidding conference – Terms of Reference was presented and discussed by the end-user (Economics Office).</li> </ul>	
<p><b>B. Project Description and Technical Requirements</b></p> <ul style="list-style-type: none"> <li>• The conduct of Rapid Surveys by a Surveying Firm shall facilitate data gathering and facts verification for M&amp;A cases. The Surveying Firm shall collect data through either a Stratified Random Sampling Method, Cluster Sampling Method or Purposive Sampling method, depending on the requirements of the case of which will be determined by the End-User. Further, survey data will also help define the relevant market and validate the likelihood and potential effects of theories of harm initially identified by the case team.</li> </ul> <p><b>C. Approved Budget for the Contract (ABC)</b></p> <ul style="list-style-type: none"> <li>• The ABC for this project is Php 1,980,000.00</li> </ul> <p><b>D. Date/ Time of Posting, Submission and Opening</b></p> <ul style="list-style-type: none"> <li>• Posting: 14 February 2020</li> <li>• Submission: 03 June 2020, 12:00 NN</li> <li>• Opening of Bids: 03 June 2020, 01:30 PM</li> </ul>	

Discussion	Recommendation/ Agreements
<p><b>E. Question and Answer</b></p> <p><b>Philippine Survey and Research Center raised the following questions and were responded by the end-user:</b></p> <p>1. Will the post-survey activities include an analysis of the data for the final report?</p> <p>The narrative final report from the survey firm will primarily focus on the conduct of the fieldwork itself, related challenges, and visualization/discussion of the survey results only.</p> <p>2. Will there be an allowance to recommend other survey types (telephone, online, etc.) given the current situation?</p> <p>The End User is open to hearing the recommendations for how to proceed with the surveys. The type of survey to be conducted can be discussed between the firm and the end user depending on the task order.</p> <p>3. Given the ongoing pandemic, survey firms are looking into other types of surveying (via telephone, teleconference, etc.). What type of survey will be the standard for the financial proposal?</p> <p>For the financial proposal, bidders will still use estimates for a typical in-person survey. This will provide the most conservative estimates for the survey costs. Actual costs can be lowered or adjusted later on if the survey will be conducted via telephone/ teleconference.</p> <p>4. Annex A will include costing per geographic location, but what geographic location will be used for the other financial proposal forms?</p> <p>While Annex A will reflect the cost breakdown per location, the other forms for the financial proposal may reflect the average cost breakdown across all geographic areas.</p> <p>5. Does it still seem likely that the PCC will be able to issue task orders for the minimum number of surveys (2) before the year ends?</p> <p>Yes, the End User currently believes that PCC will still be able to issue task orders for the minimum number of surveys.</p> <p><b>Infoshare Management Systems raised the following questions and were responded:</b></p>	<p>All questions were answered adequately, thus, no bid bulletin will be issued.</p>

Discussion	Recommendation/ Agreements
<p>1. Kindly clarify the number of surveys and respondents per survey.</p> <p>The budget covers a minimum of 2 surveys and a maximum of 5 surveys. Each survey may have a maximum of 1000 respondents. The actual number of respondents will be adjusted in line with the task orders.</p> <p>2. What is the difference between fixed costs and variable costs in Annex A?</p> <p>Fixed costs refer to the base level costs that the firm will incur regardless of the number of respondents. Variable costs per respondent refer to any additional costs that will be incurred for every additional respondent required.</p> <p>3. Will the curriculum vitae forms to be submitted need to be notarized?</p> <p>Bidders may submit unnotarized CV consistent with GPPB Resolution No. 9-2020 but the winning bidder still needs to submit the notarized CV after award.</p> <p>No questions/clarifications were raised from The All-Asian Centre for Enterprise Development Inc.</p>	

**II. Adjournment:**

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 4:00 PM.

Prepared by the PBAC Secretariat:

  
**JESON Q. DE LA TORRE**  
 Head, PBAC Secretariat

Approved by:

  
**ATTY. JOSEPH MELVIN B. BASAS**  
 PBAC Chairperson